

Severe Weather and Natural Disasters

Severe Weather and Natural Disasters can happen anytime, anywhere, and can be unpredictable. Preparation for and reaction to these emergencies will differ according to the type of disaster. Corporate Life Safety has provided direction on what to do during different situations.

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Disaster Resources

Bank of America and external agencies provide help to you and your family in the event of a disaster.

[American Red Cross](#)

[Associate Banking & Investments](#)

[Employee Assistance Program \(EAP\) and LifeCare®](#)

[FEMA](#)

[Ready.gov](#)

[World Health Organization](#)

Earthquake Tip Sheet

Before the earthquake strikes

- Pick "safe places" in each room of your home. A safe place could be under a sturdy table or desk or against an interior wall away from windows, bookcases, or tall furniture that could fall on you.
- Practice drop, cover, and hold-on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down.
- Take a first aid class from your local Red Cross chapter. Get training on how to use a fire extinguisher from your local fire department. Training will help you to keep calm and know what to do when an earthquake occurs.
- Discuss earthquakes with your family. Everyone should know what to do in case all family members are not together. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond.
- Bolt bookcases, china cabinets, and other tall furniture to wall studs. Brace or anchor high or top-heavy objects. During an earthquake, these items can fall over, causing damage or injury.
- Secure items that might fall (televisions, books, computers, etc.). Falling items can cause damage or injury.
- Install strong latches or bolts on cabinets. The contents of cabinets can shift during the shaking of an earthquake. Latches will prevent cabinets from flying open and contents from falling out.
- Move large or heavy objects and fragile items (glass or china) to lower shelves. There will be less damage and less chance of injury if these items are on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches. Latches will help keep contents of cabinets inside.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches, on bottom shelves. Chemical products will be less likely to create hazardous situations from lower, confined locations.
- Hang heavy items, such as pictures and mirrors, away from beds, couches, and anywhere people sit. Earthquakes can knock things off walls, causing damage or injury.
- Brace overhead light fixtures. During earthquakes, overhead light fixtures are the most common items to fall, causing damage or injury.
- Strap the water heater to wall studs. The water heater may be your best source of drinkable water following an earthquake. Protect it from damage and leaks.
- Bolt down any gas appliances. After an earthquake, broken gas lines frequently create fire hazards.
- Install flexible pipe fittings to avoid gas or water leaks. Flexible fittings will be less likely to break.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects. Earthquakes can turn cracks into ruptures and make smaller problems bigger.
- Check to see if your house is bolted to its foundation. Homes bolted to their foundations are less likely to be severely damaged during earthquakes. Homes that are not bolted have been known to slide off their foundations, and become uninhabitable.
- Consider having your building evaluated by a professional structural design engineer. Ask about home repair and strengthening tips for exterior features, such as porches, front and back decks, sliding glass doors, canopies, carports, and garage doors. Learn about additional ways you can protect your home, and reduce potential damage.
- Follow local seismic building standards and safe land use codes that regulate land use along fault lines. Some municipalities, counties, and states have enacted codes and standards to protect property and occupants. Learn about your area's codes before construction.

After the earthquake

- Check yourself for injuries.
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- After you have taken care of yourself, help injured or trapped persons. Call 911, then give first aid when appropriate. Don't try to move seriously injured people unless they are in immediate danger of further injury.

- Look for and extinguish small fires. Eliminate fire hazards.
- Leave the gas on at the main valve, unless you smell gas or think it's leaking. It may be weeks or months before professionals can turn gas back on using the correct procedures. Explosions have caused injury and death when homeowners have improperly turned their gas back on by themselves.
- Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately and carefully.
- Open closet and cabinet doors cautiously.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Listen to a portable, battery-operated radio (or television) for updated emergency information and instructions.
- Expect aftershocks.
- Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.
- Stay out of damaged buildings. If you are away from home, return only when authorities say it is safe.
- Use battery-powered lanterns or flashlights to inspect your home.
- Inspect the entire length of chimneys carefully for damage.
- Take pictures of the damage, both to the house and its contents, for insurance claims.
- Avoid smoking inside buildings. Smoking in confined areas can cause fires from leaking gas/fumes.
- Examine walls, floor, doors, staircases, and windows to make sure that the building is not in danger of collapsing.
- Check for gas leaks. If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas, using the outside main valve if you can, and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
- Look for electrical system damage.
- Check for sewage and water line damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber.
- Watch animals closely. Leash dogs and place them in a fenced yard. The behavior of pets may change dramatically after an earthquake. Normally quiet and friendly cats and dogs may become aggressive or defensive.

Hurricane Safety Tip Sheet

Prepare a personal evacuation plan

- Identify ahead of time where you could go if you are told to evacuate. Choose several places –a friend's home in another town, a motel or a shelter. Consider advising your manager as to your evacuation plans.
- Keep handy the telephone numbers of these places as well as a road map of your locality.
- You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

Take these items with you when evacuating

- √ Prescription medications and medical supplies
- √ Bedding and clothing, including sleeping bags and pillows
- √ Bottled water, battery-operated radio and extra batteries, first aid kit, flashlight
- √ Car keys and maps
- √ Documents, including driver's license, Social Security card, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.
- √ First aid kit and essential medications
- √ Canned food and can opener.
- √ At least three gallons of water per person
- √ Protective clothing, rainwear, and bedding or sleeping bags
- √ Battery-powered radio, flashlights and extra batteries
- √ Special items for infants, elderly, or disabled family members
- √ Written instructions on how to turn off electricity, gas and water if authorities advise you to do so. (Remember, you'll need a professional to turn them back on.)

Know what to do when a hurricane watch is issued

- Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- Prepare to bring inside any outdoor furniture, decorations or anything that could be picked up by the wind and create a missile.
- Prepare to cover all windows of your home. If shutters have not been installed, use precut plywood as described above. Note: Tape does not prevent windows from breaking, so taping windows is not recommended.
- Fill your car's gas tank.
- Check batteries and stock up on canned food, first aid supplies, drinking water and medications.
- Clear clogged rain gutters. Hurricanes/tropical storms often bring torrential rain. Providing clear drainage will help prevent misdirected flooding.
- Make sure storage sheds, children's playhouses or other outbuildings are securely anchored, either to a permanent foundation or with straps and ground anchors.
- Elevate articles in your basement that could be damaged from even minor flooding.
- Have a certain amount of cash available. If power is lost, ATMs may not be working.
- Make a record of your personal property. Keep an itemized list of your furniture, clothing and valuables to assist adjusters in case of a claim. Back it up with photographs or video.
- Protect your insurance policies and other important documents in a secure place like a safe deposit box or a watertight box. Many people back up important documents online.
- Learn where gas pilots and water mains are located and how to safely shut off all utilities.

Prepare for high winds

- Install hurricane shutters or purchase precut ½" outdoor plywood boards for each window on your home. Install anchors for the plywood and predrilled holes in the plywood so that you can put it up quickly.
- Make trees more wind resistant by removing diseased and damaged limbs, then strategically removing branches so that wind can blow through.

Know what to do when a hurricane warning is issued

- Listen to the advice of local officials and leave if they tell you to do so.
- Complete preparation activities.
- If you are not advised to evacuate, stay indoors, away from windows.
- Be aware that the calm "eye" is deceptive; the storm is not over. The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.
- Stay away from flood waters. If you come upon a flooded road, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car and climb to higher ground.

Know what to do when a hurricane is over

- Keep listening to NOAA Weather Radio or local radio or TV stations for instructions.
- If you evacuated, return home when local officials tell you it is safe to do so
- Inspect your home for damage.
- Use flashlights in the dark; do not use candles.

(The above information is provided by Hurricane Awareness www.redcross.org)

Severe Weather / Earthquake Safety Assessment

Is the building safe for re-entry?

- The integrity and safety of a building will depend on the severity of the event as well as the general condition of the building and its ability to withstand a physical crisis.
- For locations not on Corporate Workplace's site list, line of business managers will assess the building's conditions with the attached checklist to confirm re-entry.
- Line of Business managers must assess the totality of circumstances in their assessment of their facilities. Where there is any doubt as to the safety of the structure; the manager will deny access until we can ensure the safety of our customers and employees.
- **In the event of a Life Threatening condition the Line of Business manager will immediately notify local authorities by calling 911** and then notify the Security Operations Analysis Command Center (SOACC).
- For Property Damage, the Line of Business manager will notify the Corporate Workplace Customer Solutions Center and then notify the SOACC of the circumstances and nature of the damage.

Emergency contacts

Call EMS / Fire / Police **911**

Immediately Call 911 when a Life Threatening issue exists

Security Operations Analysis Command Center (SOACC)

24-Hour Emergency Line **1.800.222.7511**

- Report emergencies and all incidents

Emergency Notification and

Associate Communication Tool (ENACT) **1.877.693.6228**

- Receive recorded emergency-related information and instructions.
- Access recording produced by Regional Support Team and affected lines of business.

Corporate Workplace Customer Solutions Center **1.800.698.4400**

- If you feel the building is unsafe request emergency work order to address unsafe issue. Report facility-specific problems such as water leak, power outage, lighting issues, general repair and maintenance.

Global Human Resources Service Center **1.800.556.6044**

- Report all employee injuries.

Severe Weather / Earthquake Damage Assessment Form

Date:

Exterior Survey

Issue	Circle one		Action
Trees Down in Pathways, Driveways or ON Building	YES	NO	<p>Yes – If the answer to any of the questions is Yes, DO NOT enter the site. Notify SOACC. Report "Emergency" Workorder to Solutions Center.</p> <p>No – Proceed</p>
Damaged Light Poles or Power Lines	YES	NO	
Parking Lot Flooding	YES	NO	
Roof Damaged	YES	NO	
Coping/Gutters/Downspouts Damaged	YES	NO	
Drive-thru Equipment Damaged	YES	NO	
Entrance Doors/Windows Broken or Damaged	YES	NO	
Power Outage	YES	NO	

Interior Survey

Issue	Circle one		Action
Wet Floors or Carpets	YES	NO	<p>Yes – If the answer to any of the questions is Yes, LEAVE immediately. Do NOT turn on any switches. Notify SOACC. Report "Emergency" Workorder to Solutions Center.</p> <p>No – Proceed</p>
Visible Leaks	YES	NO	
Broken/Missing Windows	YES	NO	
Leaks Over Equipment or Equipment Wet	YES	NO	
Ceiling Tiles Missing	YES	NO	
Water NOT Running to Building	YES	NO	
Other Interior Visual Damage	YES	NO	
Power Off	YES	NO	

Thunderstorm and Lightning Tip Sheet

Thunderstorms – Know the dangers

- It's estimated that at any given moment nearly 2,000 thunderstorms are in progress over the earth's surface, and that lightning strikes the Earth 100 times each second. Around the world it is estimated that there are about 45,000 thunderstorms daily; that's 16 million annually. Across the United States, there are at least 100,000 thunderstorms each year.
- A thunderstorm is a storm containing lightning caused by unstable atmospheric conditions. When cold upper air sinks and warm moist air rises, storm clouds or "thunderheads" develop. Thunderstorms may occur singly, in clusters, or in lines. Thus, it is possible for several thunderstorms to affect one location over the course of a few hours. Some of the most severe weather occurs when a single thunderstorm affects one location for an extended period of time.
- Severe thunderstorms can bring heavy rains (which can cause flash flooding), strong winds, hail, lightning and tornadoes.
- *Every thunderstorm produces lightning – and it can strike as much as 10 to 15 miles beyond the rain area.* Thunder is the sound produced by explosive expansion of air heated by a lightning stroke.
- The #1 thunderstorm hazard is flash flooding, causing nearly 140 fatalities each year.

Watches and warnings

A *thunderstorm watch* means a thunderstorm is possible for your area; a *thunderstorm warning* means a thunderstorm has been sighted in your area.

How far away is lightning?

You can estimate how far away a thunderstorm is from you.

1. When you see the lighting, begin to count the seconds until you hear the thunder.
2. Divide this number by 5. The number you get is the approximate distance of the lightning in miles.

Safety precautions

It's safest to be indoors during a thunderstorm; if caught in one outdoors, seek shelter quickly or, if necessary, get inside a hardtop car and keep the windows closed.

When indoors

1. Secure outdoor furniture, trash cans, anything that could blow away or cause damage.
2. Stay away from open doors or windows or close windows and shutters securely.
3. Do not handle/use any electrical equipment, telephones or television. Lightning can hit power and telephone lines, sending electricity through the wires into your home. It is recommended that you unplug the TV and computers.
4. Avoid bathtubs, water faucets, and sinks. Metal pipes can transmit electricity.

When outdoors

1. It is a myth that lightning will strike the tallest object. Lightning will strike the nearest electricity, and that may be you.
2. Try to get into a building or a car.
3. If you are in the woods or near trees, find an area protected by a low cluster of trees. Never stand underneath a lone, large tree.
4. In the open, find as low a place as possible – in a ravine or beneath an underpass. At the same time, stay aware that low-lying areas may flood quickly.
5. Crouch with feet together and hands on knees if in an open field during a lightning storm. You want to minimize your exposed surface area.
6. Do not lie flat on the ground (too much surface area). Avoid tall structures, such as towers, fences, telephone and power line poles.
7. Remove all metal objects from yourself.

8. Stay away from natural lightning rods, such as flag poles, metal fences, golf clubs and carts, fishing rods, metal baseball bats, bicycles, motorcycles and camping equipment, anything that can conduct electricity (i.e. metal or water).
9. Get out and away from lakes, rivers, pools and other bodies of water. Water conducts electricity.

When in a car

1. Stay in the car. A car is one of the safest places to be during a lightning storm.
2. Pull slowly onto the shoulder of the road, away from any trees or power lines that could fall on your vehicle.
3. Turn on the emergency flashing lights until the heavy rains subside and it is safe to resume your trip.

If someone is struck by lightning

- People struck by lightning carry no electrical charge and can be handled safely.
- Call for help. Get someone to dial 9-1-1.
- The injured person has received an electrical shock and may be burned both where the electricity entered and exited their body. Check for burns in both places. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.
- Give first aid. If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, look and care for other possible injuries.

Adapted from Severe Storm Center, NOAA, FEMA, and the Red Cross. For more information on Thunderstorms and safety in severe weather, go to the National Weather Service website <http://www.nws.noaa.gov/>.

Tornado Safety Tip Sheet

Tornado facts

- They may develop so rapidly the little or no advance warning is possible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. Danger signs include dark often greenish sky, large hail, large dark low-laying clouds.
- Tornadoes can appear transparent prior to picking up dust and debris or a funnel cloud is formed.
- The average tornado moves Southwest to Northeast but may go in any direction.
- The average speed of a tornado is 30 mph, but may vary from stationary to 70 mph.
- Tornadoes can accompany tropical storms and hurricanes.
- Waterspouts are a tornado when over water.
- Peak tornado season is March through May in southern states and late spring through summer in northern states.
- Although they can occur at any time, they mostly occur between 3 and 9 PM.
- It is not true that windows should be opened before a tornado approaches to equalize pressure. In fact, opening windows allows damaging winds to enter the structure.

Tornado supplies

Some of the recommended items include:

- Hardwired phone and cellular phone with backup charger
- Extra batteries
- Flashlights
- Blankets and pillows
- Drinking water
- First aid kit
- Battery operated radio
- Drinking water

Tornado links

- <http://www.fema.gov/hazard/tornado/index.shtm>

Tornado watch vs. tornado warning

- During a Watch, tornadoes are possible. Remain alert for approaching storms. Observe the sky and stay tuned to a NOAA weather alert radio, commercial radio or television for information.
- During a Warning, a tornado has been sighted or indicated by weather radar. Take shelter immediately.

Have a tornado plan

- How will you be notified?
- Will you be listening to radio or television?
- Will you hear a siren or look out your window and see a funnel cloud?
- What if it's the middle of the night and you're sleeping?

How will you notify others of an approaching tornado?

- At home, does your family have a plan?
- If at work, does your building have a PA system or bull horn?

Where will you go to seek shelter?

- Basement or lowest level away from windows

- Interior hallways
 - Restrooms
 - Interior stairwells
-
- A. If planning a trip outdoors, listen to the latest forecasts and take necessary action if threatening weather is possible.
 - B. In a car, don't try to outrun a tornado.
 - C. Get out of the car and if possible go to the lowest floor of a nearby sturdy building or storm shelter.
 - D. If caught outside, lie flat in a ditch or depression and cover your head with your hands. Be aware of potential flooding. Do not get under an overpass or bridge.

Tsunami Tip Sheet

What is a tsunami?

A tsunami (pronounced "soo-nahm'ee") is a series of waves generated by an undersea disturbance such as an earthquake. From the area of the disturbance, the waves will travel outward in all directions, much like the ripples caused by throwing a rock into a pond. The speed of the wave in the open ocean will average 450 miles per hour. Tsunamis reaching heights of more than 100 feet have been recorded. As the waves approach the shallow coastal waters, they appear normal and the speed decreases. Then as the tsunami nears the coastline, it may grow to great height and smash into the shore, causing much destruction.

- Tsunamis are caused by an underwater disturbance — usually an undersea earthquake. Landslides, volcanic eruptions, and even meteorites can also generate a tsunami.
- Tsunamis can originate hundreds or even thousands of miles away from coastal areas. Local geography may intensify the effect of a tsunami. Areas at greatest risk are those less than 50 feet above sea level and within one mile of the shoreline.
- People who are near the seashore during a strong earthquake should listen to a radio for a tsunami warning and be ready to evacuate at once to higher ground.
- Rapid changes in the water level (usually drops) are an indication of an approaching tsunami.
- Tsunamis arrive as a series of successive —crests|| (high water levels) and —troughs|| (low water levels). These successive crests and troughs can occur anywhere from 5 to 90 minutes apart. They usually occur 10 to 45 minutes apart.
- The 2004 tsunami generated by the Indian Ocean earthquake killed over 225,000 people in 11 countries.

Before a tsunami

- Find out if your home is in a danger area. Know the height of your street above sea level and the distance of your street from the coast. Evacuation orders may be based on these numbers.
- Make sure all family members know how to respond to a tsunami.
- Be familiar with the tsunami warning signs. Because tsunamis can be caused by an underwater disturbance or an earthquake, people living along the coast should consider an earthquake or a sizable ground rumbling as a warning signal. A noticeable rapid rise or fall in coastal waters is also a sign that a tsunami is approaching.
- Develop an emergency communication plan.
- Have disaster supplies on hand.

During a tsunami

- Listen to a radio or television to get the latest emergency information, and be ready to evacuate if asked to do so.
- If you hear an official tsunami warning or detect signs of a tsunami, evacuate at once. Climb to higher ground. A tsunami warning is issued when authorities are certain that a tsunami threat exists.
- *Stay away from the beach. As tempting as it may be, never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.*
- Return home only after authorities advise it is safe to do so. A tsunami is a series of waves. Do not assume that one wave means that the danger over. The next wave may be larger than the first one. Stay out of the area.

After the tsunami

- Continue monitoring radio for road outages
- Help injured or trapped persons.
- Stay out of buildings if waters remain around them.
- Re-enter buildings cautiously and only if safe to do so.
- Look for hazards, gas leaks, electrical hazards, sewage and water line damage, etc.
- Watch out for snakes and other animals that were displaced.

- Take pictures of damage inside and outside for insurance claims.
- Shovel mud while it is still moist to give walls and floors an opportunity to dry.

Volcano Tip Sheet

General information

A volcano is a vent in the earth's crust through which lava, steam, ashes, etc., are expelled, either continuously or at irregular intervals. Volcanic ash can affect people hundreds of miles away from the cone of a volcano. Volcanic ash can contaminate water supplies, cause electrical storms, and collapse roofs.

- An erupting volcano can also trigger tsunamis, flash floods, earthquakes, rockfalls, and mudflows.
- Sideways directed volcanic explosions, known as "lateral blasts," can shoot large pieces of rock at very high speeds for several miles. These explosions can kill by impact, burial, or heat. They have been known to knock down entire forests.
- More than 80 percent of the Earth's surface above and below sea level is of volcanic origin. The seafloors and some mountains were formed by volcanic eruptions. Gaseous emissions from the volcanoes formed the Earth's oceans and atmosphere.
- There are over 500 active volcanoes in the world. More than half of these volcanoes are part of the "Ring of Fire," a region that encircles the Pacific Ocean.

Before an eruption

- Make evacuation plans.
- Get to high ground away from the eruption. Plan out a route and have a backup route in mind.
- Develop an emergency communication plan.
- Have disaster supplies on hand.
- Get a pair of goggles and a throw-away breathing mask for each member of the household.
- Contact your local emergency management office or American Red Cross chapter for more information on volcanoes.

During an eruption

- Follow the evacuation order issued by authorities.
- Avoid areas downwind of the volcano.
- Close all windows, doors, and dampers.
- If trapped outdoors:
 - ✓ Seek shelter indoors.
 - ✓ If caught in a rock fall, roll into a ball to protect head.
 - ✓ Avoid low-lying area where poisonous gases can collect and flash floods can be most dangerous.
 - ✓ If caught near a stream, beware of mudflows.
- Protect yourself:
 - Wear long sleeved shirts and pants.
 - Use goggles to protect eyes.
 - Use a dust-mask or hold a damp cloth over face to help breathing.
 - Keep car or truck engines off.

Following an eruption

- Stay away from volcanic ash fall.
- When outside:
 - Cover your mouth and nose.
 - Wear goggles to protect your eyes.
 - Keep skin covered to avoid irritation or burns.
 - If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside.
 - Avoid driving in heavy ash fall. Driving will stir up ash that can clog engines and stall vehicles.
 - Clear roofs of ash fall. Ash fall is very heavy and can cause buildings to collapse.

Wildfire Tip Sheet

Health threat from wildfire smoke

Smoke from wildfires is a mixture of gases and fine particles from burning trees and other plant materials. Smoke can hurt your eyes, irritate your respiratory system, and worsen chronic heart and lung diseases.

How to tell if smoke is affecting you. Smoke can cause:

- Coughing
- A scratchy throat
- Irritated sinuses
- Shortness of breath
- Chest pain
- Headaches
- Stinging eyes
- A runny nose
- Asthma exacerbations

If you have heart or lung disease, smoke might make your symptoms worse.

People who have heart disease might experience:

- Chest pain
- Rapid heartbeat
- Shortness of breath
- Fatigue

Smoke may worsen symptoms for people who have pre-existing respiratory conditions, such as respiratory allergies, asthma, and chronic obstructive pulmonary disease (COPD), in the following ways:

- Inability to breathe normally
- Cough with or without mucus
- Chest discomfort
- Wheezing and shortness of breath

When smoke levels are high enough, even healthy people may experience some of these symptoms.

Know whether you are at risk

If you have heart or lung disease, such as congestive heart failure, angina, COPD, emphysema, or asthma, you are at higher risk of having health problems than healthy people. Older adults are more likely to be affected by smoke, possibly because they are more likely to have heart or lung diseases than younger people.

Children are more likely to be affected by health threats from smoke because their airways are still developing and because they breathe more air per pound of body weight than adults. Children also are more likely to be active outdoors.

Protect yourself and limit your exposure to smoke. Following are ways to protect your health:

- Pay attention to local air quality reports. Listen and watch for news or health warnings about smoke.
- Find out if your community provides reports about the Environmental Protection Agency's Air Quality Index (AQI). Also pay attention to public health messages about taking additional safety measures.
- Refer to visibility guides if they are available. Not every community has a monitor that measures the amount of particles that are in the air. In the western part of the United States, some communities have guidelines to help people estimate AQI based on how far they can see.
- If you are advised to stay indoors, keep indoor air as clean as possible. Keep windows and doors closed unless it is extremely hot outside. Run an air conditioner if you have one, but keep the fresh-air intake closed and the filter clean to prevent outdoor smoke from getting inside. If you do not have an air conditioner and it is too warm to stay inside with the windows closed, seek shelter elsewhere.

- Do not add to indoor pollution. When smoke levels are high, do not use anything that burns, such as candles, fireplaces, or gas stoves. Do not vacuum, because vacuuming stirs up particles already inside your home. Do not smoke, because smoking puts even more pollution into the air.

Follow your doctor's advice about medicines and about your respiratory management plan if you have asthma or another lung disease, Call your doctor if your symptoms worsen.

Do not rely on dust masks for protection. Paper "comfort" or "dust" masks commonly found at hardware stores are designed to trap large particles, such as sawdust. These masks will not protect your lungs from smoke. An "N95" mask, *properly worn*, will offer some protection. For more information about effective masks, see the Respirator Fact Sheet provided by CDC's National Institute for Occupational Safety and Health.

Prep activities for before a wildfire is near

- **Remove Combustibles.** Clear items that will burn from around the house, including wood piles, lawn furniture, barbecue grills, tarp coverings, etc. Move them outside of your defensible space.
- **Close/Protect Openings.** Close outside attic, eaves and basement vents, windows, doors, pet doors, etc. Remove flammable drapes and curtains. Close all shutters, blinds or heavy non-combustible window coverings to reduce radiant heat.
- **Close Inside Doors/Open Damper.** Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.
- **Shut Off Gas.** Shut off any natural gas, propane or fuel oil supplies at the source.
- **Water.** Connect garden hoses. Fill any pools, hot tubs, garbage cans, tubs or other large containers with water.
- **Pumps.** If you have gas-powered pumps for water, make sure they are fueled and ready.
- **Car.** Back your car into the driveway and roll up the windows.
- **Garage Doors.** Disconnect any automatic garage door openers so that doors can still be opened by hand if the power goes out. Close all garage doors.
- **Valuables.** Place valuable papers, mementos and anything "you can't live without" inside the car in the garage, ready for quick departure.
- **When leaving,** turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke.

Winter Weather Safety Tip Sheet

Safety practices in your home

Keep these items around your home in case of an emergency during a Winter Storm:

- Flashlight w/ extra batteries (not candles)
- Essential Prescription medicines
- Non-electric can opener
- Water (one gallon per day per person)
- Baby item (if appropriate)
- Pet food / supplies (if appropriate)
- Extra blankets/ sleeping bags
- Portable Radio
- Charged Cell phone
- Basic First Aid kit
- Non-perishable food
- Fire Extinguisher

Family emergency communication plan

- Develop a Family Emergency Communication Plan in case family members are separated from one another during an emergency. (a real possibility during a day when adults are at work and children are at school), and have a plan for getting back together again.
- Ask an out-of-state relative to serve as the family contact. After a disaster, it is often easier to call long distance than locally. Also, calling outside the area will be easier than calling into a disaster area.
- Make sure everyone knows the name, address and phone number of the contact person.
- Sometimes an emergency could impact your neighborhood or section of town. Decide on an alternate meeting place for family members.
- Be familiar with the Emergency Plans at your children's school and your place of business.

Safe practices in your car

Keep the following items in your car in case of emergency during Winter Storms:

- ✓ High calorie, non perishable food (dried fruits, nuts, canned food)
 - ✓ Charged cell phone
 - ✓ Non-electric can opener
 - ✓ Tow rope
 - ✓ Extra clothes (include rain gear, socks, etc)
 - ✓ Tire Chains or traction mats
 - ✓ Basic tool kit (pliers, wrench, screwdriver)
 - ✓ Road Flares
 - ✓ Brightly colored cloth to use as a flag.
 - ✓ Portable radio
 - ✓ Flashlight with extra batteries
 - ✓ Basic first aid kit
 - ✓ Container of water
 - ✓ Necessary medications
 - ✓ Shovel
 - ✓ Pocket knife
 - ✓ Sand for generating traction
 - ✓ Blankets
- A. Ensure that your tires have adequate tread and keep your gas tank at least half full.
 - B. Keep a windshield scraper and small broom for ice and snow removal. Check your windshield fluid.
 - C. Plan long trips carefully, listening to the radio or NOAA Weather Radio for the latest forecasts and road conditions.
 - D. Travel during the day and if possible, try to take someone along with you.

Hypothermia

Hypothermia is a condition where the core body temperature decreases to a level at which normal muscle and brain functions are impaired.

- A. Mild Hypothermia – core body temperature ranges between 99 and 95 degrees.
 - Involuntary shivering
 - Inability to perform complex motor functions (like skiing)
- B. Moderate Hypothermia - body temperature ranges between 95 and 90 degrees.
 - Slurred speech and / or violent shivering
 - Loss of fine motor coordination
- C. Severe Hypothermia - body temperature ranges between 90 and 75 degrees.
 - Muscle rigidity develops
 - Pupils are dilated
 - Pulse rate decreases
 - Skin is pale
 - Cardiac and respiratory failure, then death

Protect yourself outdoors

- To protect yourself from any cold weather danger, always dress appropriately. Be careful to remove wet clothing quickly and exchange it for dry garments. Protect your extremities –fingers, noses, toes and ears are usually the most susceptible to cold-weather injuries. Wear gloves and warm socks that will not cause excessive sweating and a hat or earmuffs.
- Recognize the environmental conditions that may be dangerous.
- Learn the signs and symptoms of cold-induced illnesses and injuries and what to do to help others.
- Wear proper clothing for cold, wet and windy weather conditions including layers that can be adjusted to changing conditions.
- In extreme conditions, take frequent short breaks to allow the body to warm up.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Drink warm, sweet beverages and avoid drinks with caffeine (coffee, tea, sodas or hot chocolate) or alcohol.
- Eat warm, high calorie foods such as hot pasta.